

## Message Text

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ORIGIN ARA-10

INFO OCT-01 ISO-00 SIG-02 /013 R

DRAFTED BY ARA/MGT:PATERRY:MJT  
APPROVED BY ARA/MGT:RSGERSHENSON  
-----250114Z 091753 /22

P 242339Z MAR 77  
FM SECSTATE WASHDC  
TO AMCONSUL BELIZE PRIORITY  
AMEMBASSY BRIDGETOWN  
AMCONSUL CURACAO  
AMEMBASSY GEORGETOWN  
AMEMBASSY KINGSTON  
AMCONSUL MARTINIQUE  
AMEMBASSY NASSAU  
AMEMBASSY PARAMARIBO  
AMEMBASSY PORT OF SPAIN

UNCLAS STATE 066128

E.O. 11652: N/A

TAGS: AFSP, OCON

SUBJECT: AGENDA FOR ADMINISTRATIVE OFFICERS CONFERENCE  
AT SAN JUAN

REF: STATE 038997

### 1. AGENDA

MONDAY, MARCH 28

8:00 OPENING REMARKS      GEORGE KRIEGER      ARA/MGT

8:15 CONTRACTING/SUPPLY    HARRY HOBBS      A/O  
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10:30 PERSONNEL          LAWRENCE RUSSELL    PER/MGT

11:30 ADMINISTRATIVE      ROBERT LAMB          A/BF  
MANAGEMENT

2:00 FBO PROGRAM          TRUMAN BROWN        FBO

3:15 SECURITY PROGRAM WALLACE GILLIAM AND SY  
PHILIP HARRICK

MONDAY, MARCH 28 (CONTINUED)

5:15 COMMUNICATIONS CHARLES RAMBO OC

6:30 ADJOURN FOR THE DAY

TUESDAY, MARCH 29

9:00 ADMINISTRATIVE INPUT J. CAO-GARCIA ARA/ARA/FM  
INTO BUDGET PREPARATIONS

1:30 WFC PAYROLL OPERATION ROBERT LAMB BF/FS

WFC ACCOUNTING WORKSHOP HERMAN FRANKE WFC  
ELIZABETH KLONTZ WFC

6:00 ADJOURN FOR THE DAY

WEDNESDAY, MARCH 30

9:00 INTRODUCTORY REMARKS BOB GERSHENSON ARA/MGT

9:15 ARA ADMINISTRATIVE  
OFFICER ROLE

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10:30 FOREIGN SERVICE INSPECTION PROCESS

11:00 MONEY MANAGEMENT

1:30 HOUSING, GOVERNMENT LEASING  
VS. LQA

2:30 PERSONNEL MANAGEMENT

4:15 CONSULAR SUPPORT ISSUES

5:15 SUPPORTING ADMINISTRATION

6:30 ADJOURN DAY SESSION

8:00 P.M. DISCUSSION OF OBJECTIVES UNIVERSITY  
IN EXECUTIVE MANAGEMENT AFFILIATES  
SEMINAR

THURSDAY, MARCH 31

9:00 - 5:30 EXECUTIVE MANAGEMENT SEMINAR UNIVERSITY  
AFFILIATES

8:30- 9:30 P.M. FILM "PYGMALION EFFECT"

FRIDAY, APRIL 1

9:00 - 5:30 EXECUTIVE MANAGEMENT SEMINAR UNIVERSITY  
AFFILIATES

DETAILED AGENDA WILL BE CIRCULATED AT SAN JUAN PRIOR TO  
OPENING OF CONFERENCE.

2. CONFERENCE WILL BE CHAIRED BY GEORGE KRIEGER MARCH  
28 AND 29. BEGINNING MARCH 30, BOB GERSHENSON WILL  
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ASSUME CHAIR.

3. LIST OF PARTICIPANTS FROM FOREIGN SERVICE POSTS

BELIZE ROBERT FEATHERS

BRIDGETOWN STEPHEN KING

CURACAO STEVEN WHITE

GEORGETOWN PETER MORRISSEY

KINGSTON EUGENE SCASSA AND RICHARD ANDRE  
KINGSTON EUGENE SCASSA AND RICHARD ANDRE

MARTINIQUE ROBERT SHACKLETON

NASSAU EMILE MORIN

PARAMARIBO ALLAN ELLSBURY

PORT OF SPAIN REESE LEWIS

4. TAXI SERVICE FROM AIRPORT TO HOTEL CARIBE HILTON,  
SITE OF CONFERENCE, IS PREFERABLE TO LIMOUSINE.  
COST OF TRIP APPROXIMATELY FIVE DOLLARS.

5. AGENDA FOR BUDGET WORKSHOP SUBJECT OF SEPTTEL.  
VANCE

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Sent Date:** 24-Mar-1977 12:00:00 am  
**Decaption Date:** 01-Jan-1960 12:00:00 am  
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**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
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**Disposition Event:**  
**Disposition History:** n/a  
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**Document Number:** 1977STATE066128  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** PATERRY:MJT  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Expiration:**  
**Film Number:** D770102-0029  
**Format:** TEL  
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**Handling Restrictions:** n/a  
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**Legacy Key:** link1977/newtext/t19770324/aaaaavau.tel  
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**Litigation History:**  
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**Message ID:** 359c61b2-c288-dd11-92da-001cc4696bcc  
**Office:** ORIGIN ARA  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 4  
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**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 77 STATE 38997  
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**Review Content Flags:**  
**Review Date:** 30-Sep-2004 12:00:00 am  
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**Review Exemptions:** n/a  
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**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**SAS ID:** 3003733  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** AGENDA FOR ADMINISTRATIVE OFFICERS CONFERENCE AT SAN JUAN  
**TAGS:** AFSP, OCON  
**To:** BELIZE BRIDGETOWN MULTIPLE  
**Type:** TE  
**vdkgvwkey:** odb://SAS/SAS.dbo.SAS\_Docs/359c61b2-c288-dd11-92da-001cc4696bcc  
**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009